



ELEMENTS: HOW-TO- GUIDE

Introduction

This guide helps you take the first step with Elements, the institutional Research Outputs Administration system that DUT uses to collect and manage research and creative outputs. Initial setup instructions are provided (noting the steps only need to be undertaken once). Full guides that contain detailed instructions covering all Elements functionality are located [here](#).

Accessing Elements

URL: <https://dut.elements.symplectic.org/default.html>

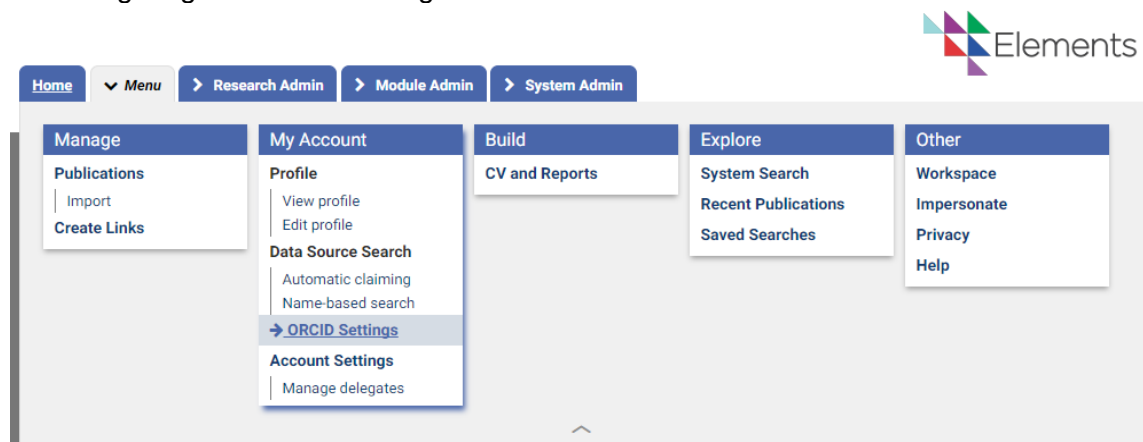
Via the Research & Postgraduate Support web page (a standalone tab/under Research Information Management tab). **Using DUT email address and Password**

Setting Up ORCID Settings

Elements system gives you an option to send your publications to your ORCID account, and control which publications get sent. Ensure that you have your ORCID connected to your profile to have access to ORCID settings. If you do not have an ORCID, you can register by clicking on **Add ORCID**.

1. Navigate to **Menu > My Account > ORCID Settings**
2. The System will ask you **to reconnect your ORCID ID** to grant Elements permission to your ORCID account.
3. Once you done with Re-authorization, an option to permit Elements to read from & write to your ORCID account will be available.

1. Navigating to ORCID settings



2. Reconnect your ORCID ID to have the read and write publication data to my ORCID account option

ORCID settings

Configure connection

Permitting Elements to read data allows Elements to use information in your ORCID account to improve your search results.
Permitting Elements to write publication data allows Elements to send your publications to ORCID, helping you keep your ORCID account up-to-date with trusted information.

For security reasons it is necessary to reconnect your ORCID ID to grant Elements permission to your ORCID account.

ORCID: [0000-0003-2135-8418](#) Connection status: **configured (read only)** [Revoke authorisation](#) **Reconnect your ORCID ID**

I permit Elements to:

- ☐ read from and write publication data to my ORCID account
- ☒ read data from my ORCID account
- ☐ only use my ORCID ID to support automatic claiming

4. Choose the read and write option and confirm your option.

ORCID settings

Configure connection

Permitting Elements to read data at
Permitting Elements to write public
information.

ORCID: [0000-0002-6378-290](#)

I permit Elements to:

- ☐ read from
- ☐ read d
- ☒ only u

Confirmation

This action will send publications from Elements to your ORCID account. This makes it possible for you to easily share your research information and keep it up-to-date. Information will be synchronised between Elements and your ORCID account.

Do you wish to continue?

OK **Cancel**

Managing publications to be sent to ORCID

Once the Elements system is permitted to read from and write to ORCID account, all publications will be sent to your ORCID automatically. You have option to choose which publications get to be sent, from Journal Articles which are published, Publications which you have marked as favourites or publications which have been marked as private. Once you are done you click **Save** and click **Run Sync** at the bottom of the page.

Manage which publications will be sent

All publication types will be sent to your ORCID account. When new publications are claimed by you or by Elements these will automatically be sent to your ORCID account. Updates are processed as part of queue and may take some time to appear in ORCID.

☒ For journal articles, send 'published' and 'published online' only

You can choose to send only journal articles with a publication status of 'published' or 'published online' to ORCID. If this option is not selected then all journal articles will be sent to ORCID.

☐ Send publications where you have marked your relationship as private [Review these publications](#)

By default, publications where you have marked your relationship as private will not be sent. You can choose to send publications where you have marked your relationship as private.

Marking your relationship as private will not prevent it from being sent to another user's ORCID account if they have a relationship with the publication.

☐ Only send favourite publications [Review these publications](#)

You can choose to send only your favourite publications. Any newly claimed publications will only be sent to ORCID once they have been favoured. If non-favourite publications have already been sent to ORCID by Elements, these will be removed.

Save

You have 1 publication

1 publication has been sent to your ORCID account [Remove from ORCID](#)

Deposit into Institutional Repository (DSpace)

Researchers get to deposit their own work to the IR DSpace via Elements system. The feature is not automatic and you will need to deposit each work yourself. This is to address concerns of other researchers/ users who do not want their work shared due to embargoes and other related issues.

1. Navigate to **Menu→ Publications**
2. Click on the **blue arrow** at the bottom of each publication.
3. Choose a **file/publication to upload**, select the **File version** and click **Use this file**.
4. You have an option to specify an embargo for you publication and the period.

1. Click on Blue arrow to go to deposit page

The screenshot displays the DSpace Elements interface. At the top, there are tabs for 'Mine (3)', 'Pending (0)', and 'Not mine (3)'. Below these, a 'Sort by:' dropdown is set to 'Reporting date (newest to oldest)'. The main content area shows '3 results' with a 'Select all on page' checkbox, 'Export', 'Reject', and 'Detailed view' buttons. The first result is 'Extraction and characterisation of analytical grade C-phycocyanin from Euhalothece sp.' by Mogany T, Kumari S, Swalaha FM, Bux F, published in JOURNAL OF APPLIED PHYCOLOGY 31(3):1661-1674 Jun 2019. The second result is 'Research output level at Durban University of Technology (DUT) in South Africa: Contributing factors and their implications' by Cele PC, Lekhanya LM, published in Problems and Perspectives in Management 12(4). Both results have a 'Journal article' icon and a blue arrow icon. A tooltip for the blue arrow says 'Go to the DUT Open Scholar deposit page'. The right sidebar contains a 'Filters' section with '0 filters have been set.' and several filter options: 'Relationship type', 'Title', 'Publication type', 'Reporting date from', 'Reporting date to', 'Label', 'Favourite', and 'Relationship privacy'. Each filter has a 'No filter' dropdown or input field.

3.Choosing File to Upload

You are about to deposit this journal article to **DUT Open Scholar**

1. Prepare deposit (step 1 of 3)

Upload a file

Choose a file from your local machine:

Choose file: Reportdut.pdf

File version:


[Leave without depositing](#)

5. Choosing to embargo your publication and a period, and click Deposit.

You are about to deposit this journal article to **DUT Open Scholar**

1. Prepare deposit (step 1 of 3)

1 local file has been selected:

 **Reportdut.pdf**
Published version

[+ Upload another file](#)


2. Add additional information (step 2 of 3)

I would like to specify an embargo: ☐

3. Complete deposit (step 3 of 3)

By depositing, you confirm that you agree to the [DUT NON-EXCLUSIVE DISTRIBUTION LICENSE](#) licence.

[Leave without depositing](#)

 Reportdut.pdf
Published version



[+ Upload another file](#)

2. Add additional information (step 2 of 3)

I would like to specify an embargo: ☒

Embargo period:  18 months 

Comment: 


3. Complete deposit (step 3 of 3)

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Deposit

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